



INSTITUTIONAL REVIEW BOARD

Minutes

Date 09/13/2016 Start Time 2:00 PM Adjournment Time 3:22 PM Location Library 640
 Type of Meeting Regular Special

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| CHAIR | Dr. Greg Smith |
| SECRETARY | Dr. Courtney Robertson |
| ATTENDEES | Dr. Ken Clow, Dr. Debra Craighead, Dr. Joe McGahan, Dr. Courtney Robertson, Dr. Greg Smith, Dr. Carl Thameling, Dr. Stan Williamson, Ms. Diana Gooden (Ex-officio) |
| ABSENT (EXCUSED) | Dr. Kris Bista (excused), Dr. Srinivas Garlapati (excused), Dr. Grace Houston (excused), Ms. Gilbert-Bell (excused) |

Agenda

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| GENERAL ANNOUNCEMENTS | |
| Dr. Smith called the meeting to order at 2:00 p.m. and briefly discussed the meeting's agenda. | |
| DISCUSSION TOPICS | |
| <p>I. Dr. Smith welcomed new committee members for 2016-17 and thanked the committee for their summer work. He also announced that Dr. Kris Bista is the current vice chair and will step into Dr. Smith's role as chair toward the end of the year. Ms. Gooden reported that all Citi training had been completed for board members. Dr. Smith nominated Dr. Robertson for the role of secretary; Dr. McGahan seconded the nomination and the committee approved the nomination.</p> <p>II. Proposal Review Process Dr. Smith presented and reviewed the proposal review process in order to streamline the review process, making it more uniform and efficient. This document is posted to the IRB Moodle page. The committee was reminded that all proposal submissions are sent to Ms. Diana Gooden and IRB review responses should include the IRB number in the email subject line and be emailed within 7 days to Dr. Smith, Dr. Bista, and Ms. Gooden. Modifications to the Request for Review document submitted by PIs were suggested by Mr. McGahan, including the separation of risks and benefits into separate form boxes and inclusion of all parties, not only participants, within the risk statement.</p> <p>III. Review of IRB698: The committee voted to conditionally approve the proposal on a motion from Dr. McGahan, seconded by Dr. Thameling if the following information is provided from the investigator: 1) Assent form for the inclusion of children as study subjects; 2) Clarification and differentiation, if any exists, between the sensory and feeding surveys; 3) Changes to the consent form, including a statement of benefits, how the confidentiality of subjects, through record keeping, will be maintained, and grammatical correction and clarification of the last sentence for full participant understanding; 4) Request inclusion of information on the procedure for recruiting participants (to prevent/minimize potential harm from peer pressure).</p> <p>IV. Open discussion: Dr. McGahan asked if IRB would need to approve a survey for idea-generation that would be used internally and not published. It was determined that IRB review and approval is not necessary in this case.</p> <p>Future Meetings: Fall committee meetings were scheduled for 10/11/16 2 PM, 11/15/16 2 PM, and 11/29/16 2 PM. Proposal submission deadlines will be set for 1 week prior to scheduled meetings: 10/4/16, 11/8/16, and 11/22/16.</p> | |

The meeting was adjourned at 3:22 PM following a motion by Dr. Joe McGahan, seconded by Dr. Carl Thameling.

CONCLUSIONS

The committee conditionally approved one IRB proposal, contingent upon additional information to be obtained from the investigator.

The next meeting will be October 11, 2016 @ 2 PM.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Follow-up with principal investigators regarding additional information.

Ms. Diana Gooden

Approved by committee/council chair Yes on 09/21/16